

Chapter 2

Pre-Election Day

This chapter of the handbook is broken into categories of related tasks and deadlines that apply to all elections to help you plan how you will manage all of the details.

When something applies only to a particular type of election, that information is noted.

When planning for an election, also see the election-specific chapters of this handbook for details that apply just to that election.



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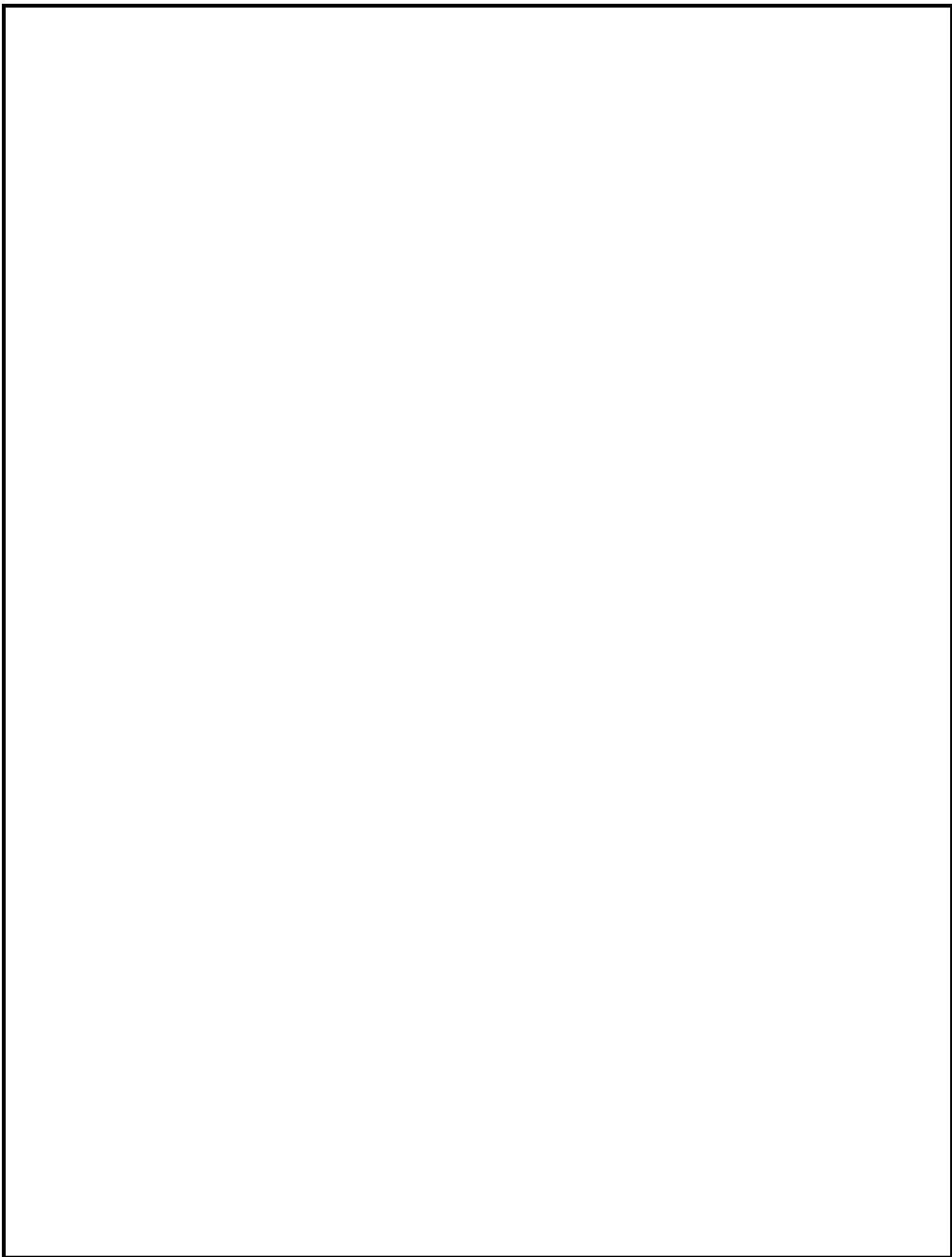
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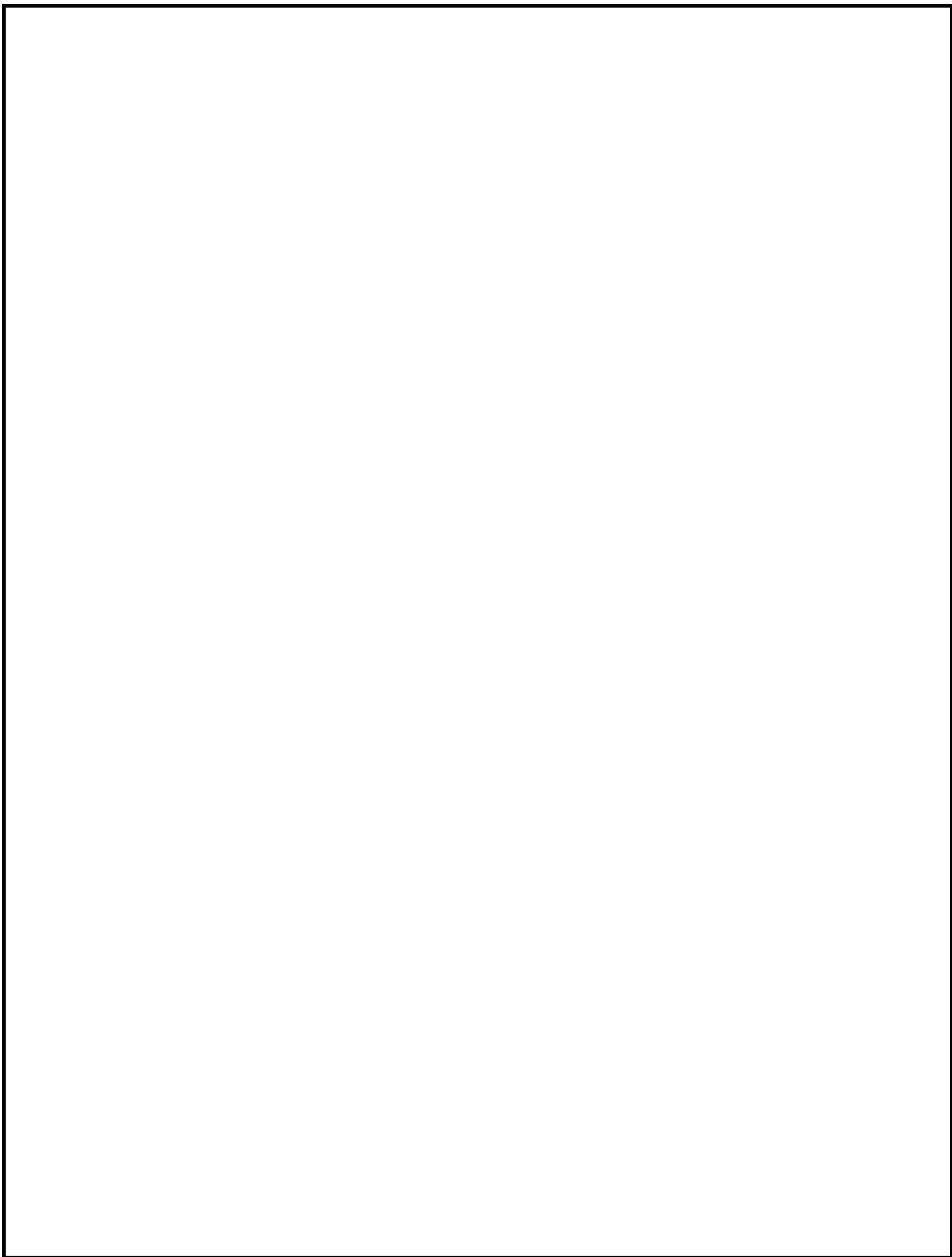
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Planning Ahead

Pre-Election Day Checklist

- Use the Auditor's Election Calendar and mark your calendar for the election you are about to conduct
- Decide what time the polls will open for school, city, benefitted district, or unincorporated area elections
- Check the required date for the canvass of votes
- Schedule the canvass of votes with the board of supervisors
- Schedule dates and times for the ASVP board
- Schedule office staff assignments before the election, on election day, and during canvass preparation
- Estimate turnout to plan how many ballots and PEOs will be needed
- Keep track of costs to bill jurisdictions for city, school, and special elections
- Decide if precincts will be consolidated/divided or if vote centers will be used
- Determine which precincts will be voting at this election and which polling place will be used for each precinct
- Make sure all polling places are accessible to voters with disabilities
- Notify other auditors if the election includes territory from more than one county
- Contact the appropriate officials (city clerk/school secretary) in elections for other jurisdictions for planning purposes (election dates, filing periods, etc.)
- Remind filing officers of the importance of their duties during the candidate filing period and send them instructions
- Check to see if any vacancies in office must be included on the ballot
- Notify all election-related service providers (i.e. print vendors, phone company, etc.)
- Decide if satellite voting will be offered
- Inventory and order elections/office supplies
- Appoint PEOs from election board panels to serve on election boards for each precinct
- Follow up with PEOs and make necessary substitutions
- Appoint a bipartisan delivery team for health care facilities and schedule deliveries

- Schedule and prepare for the PEO School of Instruction
- Arrange for delivery of supplies and ballots to PEOs
- Set up the election in I-VOTERS
- Plan the printing of master county registration lists (if used) and election registers
- Produce the ballots as soon as possible after the candidate filing deadline
- Make sure ballots comply with the law using the ballot proofing checklist
- Proof your ballots
- Proof your ballots AGAIN!
- Make sure absentee ballots will available when required by law
- Determine whether voting equipment is required or, if not required, whether ballots will be counted by machine or by the PEOs
- Publish the notice of public test if equipment is used
- Conduct the public test of voting equipment
- Deliver voting equipment to all polling places
- Publish the notice of election 20 – 4 days before the election
- Notify news media of relevant election-related dates
 - Make sure notice of election appeared in the newspaper and met all legal requirements
 - Deliver any other required publications to newspapers and verify publication

Mark Calendar

Use the auditor's calendars prepared by the SOS for all scheduled elections. These are available on the SOS website under information for auditors. The calendars include a chronological list of deadlines and requirements are included, along with references to the *Iowa Code* or *Iowa Administrative Code* for each item.

For special elections, mark your calendar with election-specific dates and deadlines using the Special Elections chapter.

When marking your calendar, keep in mind:

- **Election-Free Dates:**

No special elections can be held on the three Tuesdays before and after the primary election or the general election. This includes special elections held to fill vacancies. There is no blackout period before or after any other elections.

- **Special Election Dates Restrictions:**

The dates that special elections for **public measures** can be held are limited. See the list of possible special election dates for public measures on the SOS website for allowable special election dates.

Schedule Canvass of Votes with Board of Supervisors

Make sure the county board of supervisors knows the date of the election and the time and date the canvass of votes must be held. Schedule this with them as early as you can.

See the Post Election Day chapter for more information on when canvasses must be held for different elections.

Schedule Dates and Times for ASVP Board

See page 26 for information on how to appoint the ASVP Board.

Determine if extra space will be needed for the ASVP board to complete their work. Arrange for any additional space needed.

See the Absentee Voting and Post Election Day chapters for more information on convening the ASVP board.

Schedule Office Staff Assignments

Decide who will complete each task and the deadline by which each task must be complete throughout the build-up to election day.

Plan for election day early so that each person knows what to do:

- **While the polls are open:**
 - Voting equipment trouble calls and repair trips
 - Problem calls from PEOs
 - Calls from voters about polling places, polling hours, etc.
 - Voter registration questions
 - Media inquiries and turnout updates

- **After the polls close:**
 - Trouble calls from PEOs
 - Phone calls from precincts with results [§50.11]
 - Tabulation of results
 - Phone calls from public and news media for results
 - Distribution of results/press releases to the public and the media
 - Check in precinct supplies and ballots [§50.10]

General Administration

Estimate Turnout

Prepare an estimate of the number of people you expect to vote so you can plan for ordering ballots and supplies, appointing PEOs, and deciding whether to consolidate precincts or use vote centers.

Look back at the turnout in the last similar election. Presidential general elections have historically had the highest turnout.

Make sure you factor in the number of anticipated election day registrants when preparing your estimate.

Track Costs

Keep records of election costs to bill schools and cities, when necessary. The county pays the costs of primary, general, and special county elections (including a special election called by the governor). The auditor certifies the costs to the board of supervisors and the supervisors bill the jurisdiction.

[§47.3]

The following items may be included in the bill:

- Ballot printing [§47.3, 49.56]
- Absentee balloting costs (postage, envelopes) [§47.3]
- Polling place rental [§49.21, 49.24]
- Election registers and lists of registered voters [§47.3]
- Publication of election notice [§47.3, 49.23, 49.53, 49.54]
- Declaration of eligibility slips and other forms [§49.74]
- Compensation of PEOs [§47.3, 49.20, 49.125]
- Canvass materials (tally lists and canvass books) [§47.3]
- Programming, testing, and delivery of voting equipment [§47.3]
- Other costs, NOT including: costs of voter registration, administration, and clerical costs [§47.3]

Notify Service Providers

Contact the people and businesses that provide services for the election to be sure they will be available when you need them. These include:

- Temporary workers for your office
- Election supply vendors
- Ballot printer
- Ballot programming service provider, if any
- Voting equipment technicians and delivery teams
- Newspapers for publication of election notices
- Other printing services (master county registration lists, election registers, PEO manuals, etc.)
- Polling place facility managers, owners, principals, etc.

Planning in Odd-Numbered Years

Contact Cities and School Districts (school and city elections only)

Contact school districts and community colleges in mid-April (before school is out for the summer). Contact cities in mid-July. Make sure city clerks and school secretaries are aware of:

- Date of election
- Candidate filing period (including the requirement to be available until 5 p.m. on the last day for filing)
- Deadline for delivery of nomination papers to the auditor
- The responsibility they have as the filing officer for these elections
- Other responsibilities and duties as outlined for city and school elections

Best Practice: Mail or email all city clerks and school board secretaries a copy of the City Clerk's Guide or School Secretary's Guide (as appropriate) as well as the Filing Officer's Guide.

Contact Other Auditors (school, city, and special elections only)

If a city, school district, or other jurisdiction is located in more than one county, the auditor with the greatest taxable base is responsible for conducting the election. That auditor is known as the "control county auditor."

If you are the control county auditor, make sure you contact the other auditors whose constituents will be voting in the election. You will need to coordinate the processing of absentee ballot requests, transfer of election registers, and hiring of PEOs for the election you are conducting.

[§47.2(2)]

If you are not the control county auditor, make sure you have heard from the control county auditor about shared races and coordinating the tasks outlined above.

Community College Areas (school elections only)

Even if you are not the control county auditor for a community college, you will be responsible for including any community college offices or public measures on the ballots of the voters who live in school districts for which you are the control county auditor.

The community college control county auditor should contact you to let you know whether any offices or public measures need to appear on ballots in your county. If you don't hear anything from the community college control county auditor, make sure to confirm with him or her that there are no offices/public measures that need to be included.

Precincts and Polling Places

Voting precinct boundaries are established once every 10 years after the federal census is conducted. Once the precinct boundaries have been established, no changes are allowed to be made except in very specific circumstances as outlined in §49.8.

Designating Polling Places

Under Iowa law, the auditor is charged with designating a polling place for each precinct. You may collaborate with other local officials (city clerks, school secretaries, etc.) but ultimately this task is completely under the auditor's authority.

All buildings that are supported by taxation under the laws of the state of Iowa (all state, county, and city facilities, public schools, public universities, etc.) are required by law to allow the facilities to be used as a polling place. They are not allowed to charge any fee for doing this.
[§49.21(2)(a)]

The polling place for each precinct must be as centrally located within the precinct as possible. First consideration must be given to public buildings supported by taxation.

[§49.21(2)(b)]

You may choose the same building or room within a building as the polling place for more than one precinct. Each polling place must be clearly marked to indicate which precinct should vote at each location and arrangements must be made to prevent direct access from one polling place to another. For example, use different rooms or physical divisions between polling places (i.e. stanchions).

[§49.10(4)]

Accessibility

All polling places must be accessible to voters with disabilities. This applies in all elections.

[§49.21]

If any structural changes have taken place in a polling place, you must survey the polling place and make sure it is still compliant with accessibility requirements.

The auditor must determine if any polling places are in need of re-inspection 90 days before each primary election. See the Primary Elections chapter for more information.

Best Practice: Survey all of your county's polling places using the polling place accessibility survey at least once before each primary election to make sure they are still compliant. The polling place accessibility survey is available in the Election Forms Library.

What to do if a Polling Place is not Accessible

If any polling places are not in compliance, you must attempt to find another suitable polling place or apply for a waiver of the accessibility requirements.

There may be precincts in your county that have no accessible place to use for a polling place. This can happen because of two reasons:

- An emergency has made the regular polling place inaccessible
- There is no building that is accessible in or near the precinct

Before you may use a polling place that is inaccessible, you must apply for a waiver of the accessibility requirements from the SOS. A temporary waiver of accessibility requirements for an inaccessible polling place and a waiver for emergency use are available in the Election Forms Library.

A temporary waiver for an inaccessible polling place must be filed with the SOS no later than 60 days before the date of election.

A temporary waiver due to an emergency must be filed with the SOS as soon as possible.
[IAC 721—21.50(5)]

Call the SOS if you need help determining whether a polling place is accessible or if you have any questions about obtaining temporary or emergency accessibility waivers.

Dividing Precincts

You may divide a precinct and establish two or more polling places in a precinct. This is sometimes done for city elections when more than one city is located in a precinct.

This cannot be done for primary, general, and special elections held pursuant to §69.14.
[§49.11(3)(c)]

Combining Precincts

When precincts are combined for an election, all voters for combined precincts will vote at the same polling place. Only one polling place may be established for each combined precinct.

You may **not** combine precincts for the primary or general elections unless:

- One of the precincts involved consists entirely of dormitories that are closed at the time the election is held.
- The consolidated precincts, if established as a permanent precinct, would meet all requirements of §49.3 and a combined total of no more than 350 voters voted in the consolidated precincts at the last similar election.
- The city council of a special charter city with a population of 3,500 or less which is divided into council wards requests the auditor to consolidate two or more precincts for the primary or general election.

[§49.11(3)]

Vote Centers

For all city, school, and special elections, vote centers may be established. In a vote center, any registered voter in a jurisdiction may vote, regardless of where the voter lives.

The decision to use vote centers is by jurisdiction. For example, the auditor may use vote centers for one of the cities and use regular polling places for other cities during a city election.

Unlike when precincts are merged/consolidated, vote centers are established in lieu of regular polling places.

[§49.11(3)(b), IAC 721—21.75]

Example:

Bob's general election precinct is Fable Precinct 01 which votes at the Fable Town Hall. For the upcoming school election, the auditor has decided to use vote centers for Bob's school district which includes Fable general election precincts 1-10. Instead of opening all 10 general election polling places, the auditor designates three of them to serve as vote centers. One of the designated vote centers is Fable Town Hall.

In this scenario, Bob could choose to vote at the town hall or vote at any of the other vote centers established for his school district. Similarly, a voter from Fable precinct 07 could choose to vote at the Fable Town Hall even though it is not that voter's regular general election or city election polling place.

Preparing for a Vote Center

Read §49.11(3)(b) of the *Iowa Code* and 721-21.75 of the *Iowa Administrative Code* and make sure you understand all the requirements of vote centers. If you have questions, call the SOS.

The use of I-VOTERS is not allowed at any vote center. You will need to provide the PEOs with election registers and master county registration lists to confirm voter eligibility.

A minimum of three PEOs and training is required before every election in which vote centers are used. The PEOs must receive specific instruction on the use of vote centers.

Polling hours and posting requirements within the vote center are the same as for regular precinct polling places.

For the notice of election, see IAC 721—21.75(4) for the required language that must be included in the notice of election every time that vote centers are used.

Setting the Locations

All vote centers established for a jurisdiction must be inside the boundaries of that jurisdiction. You can use facilities normally used as polling places or other facilities within the jurisdiction as long as all vote centers meet the accessibility requirements for persons with disabilities.

You must provide a minimum of one vote center per jurisdiction. There is no maximum number of vote centers that can be established.

Notices must be posted at every regular polling place on election day informing voters that vote centers are being used and listing the vote center locations.

Changes of Address Within the County

Anyone reporting a change of address on election day at a vote center must show ID that meets the requirements in §48A.8 before being allowed to cast a regular ballot (even if already registered to vote in the county/precinct). Voters may use EDR procedures at vote centers.

Ballots for Vote Centers

Ballots for all precincts in the jurisdiction (i.e. school district, city, county) must be available at each and every vote center for that jurisdiction.

Example:

Vegetable County has three cities: Carrotville (which has four city precincts), Lettuce City (which has five city precincts), and Beantown (with only one city precinct). The auditor decides to establish vote centers for Carrotville and Lettuce City. Each city will have two vote centers instead of the regular precincts.

Ballots for all four of Carrotville's precincts must be available at either of the Carrotville vote centers. Ballots for all five of Lettuce City's precincts must be available at either of Lettuce City's vote centers. However, a voter from Carrotville could not go to one of Lettuce City's vote centers and vice versa.

Ballot Rotation for Vote Centers

To determine ballot rotation when vote centers are used, candidates' names must be rotated based on general election precincts or on the consolidated precincts that were used in the last regularly scheduled election for the jurisdiction in which vote centers were not used.

Post Election Review

Within 45 days after the election, you must review the election registers and declarations of eligibility. If anyone is found to have voted more than once at an election in which vote centers are used, you must immediately notify the county attorney. Forward a copy of the voter's voter registration record and the documents signed by the voter on election day to the county attorney and reference §39A.2(2) and §49.11(3)(b) in your notice.

Contact Facilities

Once you have determined which polling places or vote centers will be used, notify your polling place contacts (owners, facility managers, custodians, etc.) of the date and hours of the election. Arrange for PEOs to have access to the building at least one hour before the polls open and at least one hour (or more) after the polls close on election night.

When making contact:

- Check on the availability of telephones, tables, chairs, heat, lights, restrooms, and other necessities at the polling place.
- Confirm with facility managers that polling places have not had any structural changes (construction, natural disasters, demolition, etc.) that would affect accessibility for voters with disabilities.
- If any changes have taken place, **it is your responsibility to survey the polling place and ensure it is still compliant with accessibility requirements by filling out a new polling place accessibility survey.** It is not enough to “take the word” of the facility managers.

For more information see the polling place accessibility section of this chapter.

Determine Polling Place Hours

Must Open at 7 a.m.

All polling places must be open from 7 a.m. until 9 p.m. for partisan elections. This includes:

- Primary elections
- General elections
- Special partisan elections to fill vacancies

7 a.m. or Noon?

For the following elections, the polls close at 8 p.m. but the time of opening the polls (7 a.m. or noon) is determined by the auditor:

- City elections (including special city elections), regardless of the size of the city
- School elections (including special school elections), regardless of the size of the school district
- Special elections for benefited districts, regardless of the size of the district

Exception: drainage district elections. See the Special Elections chapter for more information.

- Rare special elections for the unincorporated area of the county (this would only be if the unincorporated area is the only area of the county voting at a particular election)

By default, all polling places in these elections open at 7 a.m. However, if based on the criteria in §49.73, the auditor determines that shortened voting hours are justified, the polls may be opened at noon. The criteria for making this decision are:

- Voter turnout for recent similar elections
- Factors considered likely to affect voter turnout for the forthcoming election

Voters in the jurisdiction can petition to have the polls opened at 7 a.m. instead of noon by filing a petitions signed by 50 eligible electors 25 or more days before the election. If a petition is filed, the polls must be opened at 7 a.m.

[§49.73(2)]

All polling places where a particular office or public measure will appear must have the same polling hours.

For example, if you are conducting a special city election with five precincts, two of which have traditionally low turnout, you cannot open the two polling places with low turnout at noon and have the other polling places open at 7 a.m. (**Exception:** Community colleges)

[§49.73(2)]

No Changes Allowed After Publication

Polling place hours cannot be changed once the notice of election has appeared in the newspaper.

[§49.73(2)]

Absentee Voting on Election Day

If you decide to open the polls at noon for any jurisdiction, you are required to offer absentee voting in your office from 8:00 a.m. to 11:00 a.m. on election day for those jurisdictions. Absentee voting is not available on election day for any jurisdiction in which the polling places open at 7 a.m.

[§53.2(1)]

See the Absentee Voting chapter for more information.

Satellite Voting Station Planning

Based on your estimated turnout, decide if you will offer satellite voting for this election.

Members of the public have the right to petition for satellite voting stations, whether the auditor decides to establish satellite voting or not.

For more information on satellite voting, see the Absentee Voting chapter.

Voting Equipment Supplies

Make sure you have the following equipment-related supplies:

- AutoMARK ink cartridges
- Backup batteries for voting equipment
- Extension cords
- Memory cards

If you are running low, check to see if there are memory cards from previous elections that can be re-burned. Once the deadline to contest the election in which the card was used has passed, you may re-burn the programmed memory cards after the audit log from each card has been printed.

[IAC 721—22.51]

- Pens and pencils for marking ballots
- Power strips
- Printer paper
- Tamper-proof seals for securing voting equipment
- Voting equipment keys

Precinct Supplies

Prepare supplies for each polling place or vote center. Discard or recycle all outdated forms or unnecessary supplies. Make a checklist of all supplies needed and order any supplies you don't have on hand. A list of supplies needed for every election appears on the following pages. Arrange for distribution of election supplies, including ballots and election registers. The deadline for distribution is one hour before the polls open.

[\$49.55, 49.65]

Precinct Supplies Checklist

Polling Place Signs

- Sign showing the precinct number or name to be posted at the entrance to the polling place
- A map showing precinct boundaries to be posted at the entrance to the polling place
- "Vote Here" sign(s) to be posted at the entrance to each driveway leading to the polling place [§49.21(3)]
- Voting instructions
One copy is to be posted in each voting booth; one copy is to be posted in the polling place [§49.70; 49.71]
- "Voting is Your Right" poster [§49.70; 49.71]
- One sample ballot, front and back (if applicable) [§49.71]
- Public measure text, if needed [§52.25]
This must be posted by the sample ballot and in each voting booth.
- EDR Instructions and Iowa Voter Identification Requirements Poster [§49.68]

PEO Written Instructions

Every precinct should receive a complete set of written instructions. This can be the PEO Manual from the SOS website, along with any county-specific instructions.

Ballots and Voting Equipment

- Ballots:
All ballots must be wrapped and sealed. The outside of the package must be clearly marked with:
 - Number of ballots
 - Name of precinct
 - Location of polling place [§49.64; 49.65]
- Ballot record and receipt
- Ballot boxes [§49.25(3)]
- Voting booths, including one accessible voting booth [§49.25]
- Request for additional ballots

Voter Check-In Materials

- Election register [§49.28]
- Precinct finders
- List of the names of persons who requested absentee ballots [§49.72]
- Declaration of eligibility slips, if used [§49.77]
- Voter rosters, if used [IAC 721—21.5]
- Voter registration forms for recording changes of address [§48A.27(2)(a)(3), 48A.7A(1)(a)]
- Provisional ballot envelopes [§49.81(4)]
- Affidavit of voter requesting assistance
- EDR forms [§48A.7A(4)]
- Challenger's Statement [§49.79(3)(a)]
- Notice to EDR Registrants [IAC 721—21.7(4)]

Precinct Canvass Materials

- Tally list [§50.16]
- Election Official/Clerk Oath [§49.75]
- Envelopes for returning:
 - Voted provisional ballots
 - Voted and counted ballots [§50.12]
 - Unused ballots [§50.9]
 - Spoiled ballots [§50.9]
 - Disputed ballots [§50.5]
 - Surrendered absentee ballots

Clerical Supplies

- Pens
- Pencils
- Scissors
- Tape and/or thumb tacks
- Supply box or bag to carry everything [§49.28(1)]

Electronic Pollbook Counties

- Surge protectors
- Extra DYMO label rolls
- Laptops and accessories
- Trash cans
- Tape or Velcro strips to secure cords for the safety of voters and PEOs

Precinct Election Boards and Officials

Precinct election officials (PEOs) are the “face” of your office on election day. They are responsible for ensuring that election law and procedures are followed in the polling place. They are also responsible for the precinct canvass of votes, including tallying all write-in votes cast.

[§49.12-20]

PEO Basics

Definitions

Precinct Election Official

An official appointed to serve on the election board of a given precinct for a particular election.

Precinct Election Boards

The group of PEOs appointed from the election board panel to serve at a given precinct at an election.

Precinct Election Board Panels

The list of PEOs designated every two years before each primary election. Precinct election board membership is appointed from these panels before every election.

Gender Balanced

The precinct election boards must be gender balanced in all elections when possible. This also applies to the ASVP board.

[§69.16A(2)]

Party Balanced in Partisan Elections

The precinct election boards must be party balanced in partisan elections. That means that at every polling place there needs to be an equal number of Democrats, Republicans, and workers who are not registered with either of those parties may also be appointed (including “No Party,” “Iowa Green,” and “Libertarian.”) This also applies to the ASVP board.

[§49.13]

Training

PEOs must receive training from your office prior to primary and general elections. At least two PEOs from each precinct must attend, and preference for training must be given to PEOs who have never attended a training session before.

[§49.124(1)]

Compensation

PEOs must be paid for their time and travel expenses. The minimum rate of pay is minimum wage, which is currently \$7.25 per hour. The only exception to this is in the case of school elections or city elections when there are PEOs who have been designated by the city council or school board as willing to work without pay for these types of elections and the auditor has chosen to appoint those individuals.

[§49.20]

Oath

Every PEO working at every election must take an oath before engaging in any official duties. The election official/clerk oath is available in the Election Forms Library.

Qualifications of a PEO

1. PEOs must be a registered voter of the county.

There are two exceptions:

- High school students who are not yet old enough to register to vote (see the section on high school PEOs in this chapter).
 - Registered voters of a jurisdiction under the control of the auditor for a particular election who live in another county (ex. school elections).
2. PEOs may not work at the polls if they are related within the third degree by blood or by marriage to **opposed** candidates.

For a candidate to be “opposed” there must be more candidates running for an office than there are open seats up for election. If related to an opposed candidate, they may not work at any polling place where the office to which their relative(s) are seeking election appears on the ballot.

This includes the PEO’s:

- First degree: spouses, parents, children, parents in-law, children in-law
- Second degree: grandparents, grandchildren, siblings, grandparents in-law, grandchildren in-law, siblings in-law
- Third degree: great-grandparents, great-grandchildren, aunts, uncles, nieces, nephews, great-grandparents in-law, great-grandchildren in-law, aunts in-law, uncles in-law, nieces in-law, nephews in-law
- Cousins, regardless whether first, second, etc. are not prohibited. A first cousin is a fourth degree relative.

Any PEO who is related within the third degree to opposed candidates on the ballot must notify the auditor of the conflict 15 days or more before the election.

[§49.13, 49.16]

Drawing Up Election Board Panels

Every two years, before the primary election, the auditor must draw up an election board panel for each precinct in the county.

Each panel must include members of the Democratic and Republican parties.

Each panel may include:

- The names of workers for each political party designated by the county party chairperson as long as the party submits the names of designated PEOs to the auditor at least 30 days before the primary election.

If the county chairs don't submit enough names (or any names), the auditor may designate people known to be members of the political parties or people who are not members of any political party (i.e. people registered as "No Party," "Iowa Green" or "Libertarian").

- The names of people who are willing to serve without pay for elections conducted for a school district or a city.

The names must be submitted by the city council or the school board at least 30 days before the primary election.

- High school students (see the section on high school PEOs in this chapter).

The auditor must finalize the election board panels no later than 20 days before the primary election.

Once the panels are finalized, the auditor will draw workers from the panel when appointing precinct election boards every time an election is held during the following two years.

Best Practice: Send letters each spring of an even-numbered year to the county political parties, cities, and school districts reminding them of the deadline to submit names for the election board panel. Once the panel has been drawn up, send copies of the list of workers to these entities.

Appointing Membership of Each Board Prior to Election

No later than 15 days before each election the auditor must select workers from the election board panels to work on each precinct election board.

Keep the following in mind when appointing boards:

- Boards consist of three or five members, ordinarily.

However, additional officials may be appointed to work at any election at the auditor's discretion. Three members is the minimum.

- Preference must be given to residents of the precinct.

If there are not enough residents of a precinct on the panel, the auditor can appoint other residents of the county as necessary.

- For partisan elections, every election board must include members of the Democratic and Republican parties if members of both parties are qualified and willing to work. The board must be party balanced, so no more than a simple majority of the membership can be from one party or the other (Ex: If the board has five members, no more than three can be from the same party).

- Election boards can also include PEOs who are not registered as Democrats or Republicans but no more than one-third of the board membership can be PEOs who are not members of the two political parties.

- For partisan elections, preference must be given to any workers who were designated by a county political party chairperson.

The auditor can refuse to appoint any of these people for good cause but must give notice to the chairperson. The chairperson then has two working days to designate a replacement.

- For school elections and city elections, the auditor may choose to give preference to the workers who have been designated by a city council or school board as willing to serve without pay.

- One member of each board must be designated as the chairperson. At the auditor's discretion, two co-chairs can be appointed. If co-chairs are used, one must be a Democrat and the other must be a Republican.

- High school students can be appointed for any election (see the section about high school PEOs in this chapter) but not more than one high school student can serve at any given precinct and they cannot be appointed as the chairperson. If working at a partisan election, the student must certify in writing to the auditor which political party the student is affiliated with.

Best Practice:

Consider any potential conflicts of interest that PEOs might have before appointing them to work at any given election. Consider appointing officials in different precincts or asking them not to work for a particular election in order to avoid any perceptions of conflicts of interest or impropriety. (For example, in a contentious city election, it may be a good idea not to appoint any members of the city council, the city clerk, etc., especially if any of these people have been involved in promoting a certain candidate or public measure.)

High School Students as PEOs

High school students who are not yet qualified to be registered voters can serve as PEOs. They must:

- Be U.S. citizens
- Be at least 17 years of age
- Be a student in “good standing” at an Iowa public or private secondary school
- Be receiving credit in at least four subjects and be passing all coursework. In-depth requirements and exceptions are outlined in §49.13(5)(a)(3).
- Have the written approval of the school’s principal
- Have the written approval of the student’s parent or guardian
- Have satisfactorily completed the training course for PEOs
- Meet all the other qualifications for being a member of the election board except the requirement to be a registered voter

The auditor must certify to the school 14 days after the election the following:

- The name of each student who served as a PEO
- The number of hours the student served
- The precinct number and polling place location where the student served
- Any other information the auditor deems appropriate
- Any other information requested by the school

Important Note: Students who serve as PEOs are not eligible to receive class credit for their service unless it qualifies as meeting the requirements of a class assignment imposed on all students in the class.

[§49.13(5)]

Making Substitutions

There are almost always times when a PEO you appoint is not available to work. You (or the political parties or city councils/school boards) can place alternates or substitutes on the election board panel when it is drawn up every two years. If any of the people on your election board panel cannot work, you can replace them with the alternates.

For partisan elections, the *Iowa Code* only allows substitutions if:

- You appointed alternates when drawing up the election board panel (as outlined above).

OR

- You notified the county political party chairs 30 days prior to the election that you intend to appoint substitute officials. The county chairs then have 10 days to provide additional names of people who can work as substitute officials. If they don't give you any names, you can appoint people known to be members of the political party.

Removing an Official from the Panel

The *Iowa Code* does not explicitly set forth a process for removing a PEO from the election board panel, but it does imply that it can happen. §49.16 says that all officials will remain available for appointment until a new panel is drawn up “unless the person’s name is sooner deleted from the panel by the commissioner.” §49.13(3) also grants the auditor the discretion to decline to appoint a designee of a county chairperson for good cause if that chairperson is notified and allowed two working days to designate a replacement.

Best Practice: Always make sure you have documentation (supervisory files, personnel files, etc.) to support your decision to remove someone from future appointment.

Scheduling PEOs for Election Day

Based on estimated turnout, determine how many PEOs will be needed at each polling place.
[§49.12, 49.20]

Appointments must be finalized no later than 15 days before the election.

You must have a minimum of three PEOs at each polling place.

Make sure the election board you appoint meets all the requirements outlined in the previous section (party balance in partisan elections, no relatives of opposed candidates, etc.).

Notify PEOs of the election date, the date of the school of instruction, and any other relevant details about the election.

[§49.124, 49.125]

Scheduling HCF Delivery Team

Patients who live in nursing homes and other designated health care facilities and request ballots by mail must receive their ballots from the bi-partisan delivery team if more than two requests are received from the same facility. The team consists of one Democrat and one Republican selected from the ASVP board election panel. Schedule a team to deliver ballots during the first 10 days after ballots are printed (optional) and again starting 14 days before the election and continuing until 5 p.m. on election day (mandatory).

[§53.22]

See the Absentee Voting chapter for more information.

ASVP Board

Appoint the membership of the ASVP board just like all other precinct election boards. Make sure you appoint enough officials to handle the volume of absentee ballots you expect for the election. Schedule alternates from both parties to work in case you have any cancellations or if the number of absentee ballots you receive exceeds your estimate.

Follow Up with PEOs

Contact PEOs to make sure they plan to work. Replace any cancellations with alternates as necessary.

Plan for PEO Training

Make arrangements for all workers to attend schools of instruction prior to the election. Schools of instruction are mandatory before all primary and general elections. The last day to train PEOs is the day before the election.

[§49.124]

At the training session:

- Distribute PEO Guidebooks.

The SOS has produced a PEO guidebook which is available for use on its website.

- Discuss all procedures relevant to operating the polling place and processing voters (including proper procedures for processing voters with disabilities).
- Go over evacuation procedures and other emergency-related plans.
- Remind workers to refer all media inquiries to your office (optional).

See the Election Day chapter for more information on working with the media on election day.

- Distribute polling place supplies to the precinct chairperson (if ready).

Arrange for Delivery of Supplies and Ballots

The deadline to deliver precinct supplies is one hour before the polls open on election day. Plan how you will provide the list of absentee voters to the workers as well as the names of any voters who have moved, have been canceled, etc. You should print the supplemental additions and deletions registers from I-VOTERS for each precinct to get this information. See the I-VOTERS instructions section of this chapter for more information.

The election registers should be updated by the PEOs to reflect any information from the supplemental additions and deletions registers.

Ballots

Sample ballots for each election available in the election-specific chapters.

Ordering Ballots

Begin estimating how many ballots you will need as early as possible.

Determine how many ballots will be needed at each precinct, including the number of absentee ballots and ballots for satellite stations and sample ballots. It is always better to have too many ballots than too few.

- For general elections:
 - **Presidential general elections:** Calculate the number of ballots you need using turnout numbers from the last presidential general election. For every 50 votes in a given precinct in the last election, you must send 55 ballots to that precinct for the current election.
 - **For gubernatorial general elections:** Calculate the number of ballots you need using turnout numbers from the last gubernatorial general election. For every 50 votes in a given precinct in the last election, you must send 55 ballots to that precinct for the current election.

[§49.64–67]

- For all other elections:
 - There is no required formula for calculating how many ballots you must send to each precinct. Use turnout numbers from previous similar elections and always order extra ballots. Even elections where low voter turnout is expected can turn into contentious elections unexpectedly. Plan for all possible scenarios.

Important Note: EDR may increase the number of people who vote in any given election. You should plan for this additional turnout when determining the number of ballots to order.

Contact Ballot Printer

Tell the printer when you expect to deliver the ballot information and the date you want the printer to have the ballots ready.

This should be soon after the candidate withdrawal deadline (if applicable) or as soon as you have all the necessary information for the election.

The rate charged by a printer for ballots cannot exceed the usual and customary rates the printer charges its regular customers.

[§49.56]

Ballots for UOCAVA voters must be ready to transmit at least 45 days before all primary and general elections. Absentee ballots for in-person and domestic by-mail absentee voters can be made available 40 days before all primary and general elections. Ballots must be ready as soon as possible for all other elections (but in-person absentee voting can never begin earlier than 40 days before the election).

[§53.10(1), 53.39(2)]

Inspection of Ballots

Iowa law permits candidates and their agents to inspect the ballots after they are printed. If anyone finds mistakes, the errors must be corrected.

[§49.63]

Best Practice: Once you have your final proofs, send copies to candidates.

Ballot Records

Keep records of:

1. Types of ballots ordered
2. Quantity of each type
3. Quantity received for each type
4. Number of each type used for in-person and mailed absentee ballots each day

Ballot Production

Ballot Anatomy for All Elections

All ballots produced for elections in Iowa must always have the following items:

- The words “Official Ballot”
- Date of the election
- Name of the election
- A facsimile of the auditor’s signature
- Unique identification number or name assigned to the ballot style (if any)
[IAC 721–22.102(2), §49.57(6)]
- PEO’s initials

A PEO or election official must endorse each ballot, including absentee ballots. Print a space for this endorsement on the ballot.

[IAC 721–22.102(5), §49.50, 49.82]

- Instructions for how to mark the ballot (see sample instructions on ballots in the election-specific chapter for the election you are conducting).
[IAC 721—22.261(3)(b)]

Best Practice:

Though the following items are not required by law to be printed on the ballot, they are recommended:

- Name or number of the precinct

This may be the same as the required unique identification number or name assigned to the ballot style.
- County name
- Name and title of the auditor (e.g. “John Doe, BLANK County Auditor and Commissioner of Elections)

Offices on the Ballot

Any time offices are on the ballot, the ballots must have the following:

- **“Vote for no more than....”**

Under each office title indicate the maximum number of candidates to be voted for by using this exact language.

[§49.31(4), 49.57A]

- **Candidates’ Names** (unless none have filed)

[§49.57(3)]

Each name must be printed:

- In upper and lower case letters
- At least 10-point type. **This is 10 point type.**
- The same size type must be used for every candidate’s name.
- Always print the names according to what is on the affidavit of candidacy. For state and federal offices, use the SOS certification.
- Do not print parentheses, quotation marks, or titles, even if the candidate used them in the affidavit. Print the name on the ballot exactly as the candidate wrote it but disregard those items. (Ex: Robert “Mack” Jackson would be listed on the ballot as: Robert Mack Jackson. Dr. Margaret Smith would be listed on the ballot as Margaret Smith.)

[§49.31(6)]

- Suffixes, such as Sr., Jr., III, etc. are allowed if they are a part of the person’s name. (Ex. Howard Mitchell Jr.)
- Nicknames are allowed on the ballot as long as the candidate has listed his or her name that way on the affidavit of candidacy. (Ex: Susan Johnson lists her name as Susie Johnson on the affidavit of candidacy).

- **Write-in vote, if any**

Include as many write-in positions as there are seats to be filled. (Ex. If you can vote for no more than two candidates, there must be two write-in positions.)

[§49.31(5)]

Elections with State and Federal Offices

Any time a state or federal office is included on the ballot, you will receive a certification from the SOS. Use the certification to prepare and proofread your ballots.

SOS Candidate Certification

The official list of the names of all candidates for state and federal offices is called the certification or certificate. Only candidates named on the certificate can have their names on the ballot for state and federal offices. This certificate tells you the correct spelling of candidate names. The certificate will be sent as soon as possible after the filing period is over.

[§43.73]

Inspecting the Certificate

1. Check names and districts.

Read the list of offices and candidates' names. Be sure all names and district numbers are correct.

- **U. S. Representative:** each county is entirely within one congressional district.
[Art. III, §37, Iowa Constitution]
- **Iowa Senate:** either all the even-numbered OR all the odd-numbered Iowa Senate districts will be on the ballot at the same time at a general election unless there is a vacancy that must be filled.
[§42.4(8)]
- **Iowa House:** all state representative (Iowa House) districts in your county will be included at every general election.

2. Note sequence of offices.

Do not change the order of the offices. They are listed on the certificate in the order in which they must appear on the ballot.

[§39.17, 39.21]

Important Note: Sample ballots and additional requirements for specific types of election can be found in the election-specific chapters of this handbook.

Other Printing Guidelines

No “Caterpillar” Offices

Do not divide the list of candidates for any office onto more than one column on a ballot. If there is not enough room to include all candidates in one column, start the office at the top of the next column. Print all of the candidates and the write-in lines for each office in a single column. Do not split any office into more than one column.

[IAC 721—22.102(8)]

Lines

Print lines on the ballot to separate the following sections if you have more than one section:

- Partisan Offices
- Non-partisan Offices
- Judges
- Public Measures

[49.37(1)]

Headings

Headings must be printed for the following, if applicable:

- Straight party voting
- Other political organizations
- Partisan offices
 - Federal offices
 - State offices
 - County offices
- Non-partisan offices
- Judicial ballot
- Constitutional amendment(s) and public measures, if any

Best Practice: If you use headings to name one public measure, you must use headings for all the public measures on the ballot.

Turn the Ballot Over

This language must appear on the front and back of any ballot printed on both sides.

[IAC 721—22.102(1)]

Paper

The paper ballots are printed on must be heavy enough so that votes can't be read through it. Ballots must be uniform in color.

[§49.57(1)]

Using More than One Page

If all offices and measures won't fit on one page, you may provide separate ballots for:

- Non-partisan offices
- Judges
- Public measures

[§49.30, 49.43(1)]

Hand-Counted Paper Ballots

Ballots and instructions similar to those used when ballots are counted by the voting equipment must be used.

[§49.26(2)(b)]

Optical Scan Ballots

Specific details for printing optical scan ballots are located in IAC 721—22.102. (See also §52.25).

Do not code ballots to determine how the voters of part of a precinct voted, unless required due to precinct splits.

[IAC 721—22.102(7)]

Public Measures

Refer to §49.43, §49.45, §49.47, and §52.25 for basic information about public measure ballots.

If you have public measures on the ballot, use a different letter for each public measure.

If a city, school district, or community college measure appears on the ballot in more than one county, the control county assigns the letter for the public measure. The letter used must be the same in all counties in which the measure appears on the ballot.

[§47.2(4)]

The SOS assigns numbers to statewide constitutional amendments and public measures.

Center the letter or number just above the question “Shall the following public measure be adopted?”

Use 12-point type for the letters and numbers identifying any amendments and public measures on the ballot. Use at least 10-point type for the text of public measures or summaries.

[§49.45, 49.57(4), 52.25(1)(b), IAC 721—21.200(1&2)]

For public measures, print the following on all ballots:

Notice to voters. To vote to approve any question on this ballot, fill in the oval before the word “Yes”. To vote against a question, fill in the oval before the word “No.”

[§46.21, 49.47, 49.92, IAC 721—22.221]

Full Text Included with Absentee Ballots

A copy of the full text of any public measure or constitutional amendment must also be included with any absentee ballots if the full text is not printed on the ballot.

[§49.44, 49.45]

Best Practice: Print the full text on the ballot unless it is impossible to do so.

SOS Constitutional Amendment Certification

If there are any constitutional amendments to be voted on, you will receive a certification from the SOS. The exact language that must be used on all ballots in the state is included in this certification. Do not change it.

The certification will include a summary prepared by the SOS. Auditors are not allowed to change this summary. Below the summary is the full text of the amendment which needs to be posted in the voting booth if the full text is not printed on the ballot.

If there are multiple constitutional amendments or statewide public measures to be voted on at the same election, the SOS will determine the order to list the questions on the ballot. Do not change it.

[IAC 721—21.200(1)]

Print the Location of the Amendment on the Ballot

You must include a description of the location of the constitutional amendments on ballots. The precise wording of this notice will vary. However, the following basic format must be used:

Where to find the proposed amendment(s) to the Iowa Constitution:

Constitutional Amendment: on the back of this ballot at the end of the right hand column.

[§49.48]

Partisan Elections

Straight Party Voting

You must provide straight party voting for all political parties and for NPPOs with candidates running for more than one office (except in primary elections).

The instructions for straight party voting must appear on all general election and special partisan election ballots when two or more partisan offices will be filled at the election. For an example, see the sample ballot in the General Elections chapter.

Do NOT provide straight party voting for candidates who were nominated by petition or for write-in candidates.

[§49.37(1)]

Listing Party and Organization Names

Political party and NPPO names in the straight party voting section of the ballot must be printed in 12-point type.

This is 12-point type.

You may abbreviate political party and NPPO names on the rest of the ballot if the full name and abbreviation are listed in the straight party section of the ballot.

The name or abbreviation of the political party or organization that nominated the candidate must be printed after each candidate's name in at least 6-point type.

This is 6-point type.

[§49.57(2)]

Ballot Preparation

Step 1: Count Ballots by Voting Equipment or by Hand

Decide whether the ballots will be counted by voting equipment or by hand.

See the voting equipment section of this chapter for guidelines on when voting equipment is required and when hand-counted paper ballots may be used.

Step 2: Reporting ASVP Results

Decide whether the ASVP results will be reported as a single precinct or whether you will report ASVP results by the resident precincts of the voters.

For all elections, results from the ASVP must be reported separately from the results of the ballots cast at the polls on election day.

For all elections except general elections, the auditor may report the results of the ASVP by the resident precincts of the voters who cast absentee and provisional ballots or may report the absentee results as a single precinct.

The auditor may decide whether to program by precinct or whether to program by ballot style. If the decision is made to program by ballot style, there can be a single ASVP for purposes of rotation and results cannot be reported by residence precincts.

For general elections, ballots must be programmed so that results from the ASVP (including provisional ballots) can be reported by the voters' resident precincts. Each absentee voter receives the ballot he or she would receive at the precinct on election day whether he or she votes at the polling place on election day or by absentee ballot. There cannot be a single absentee precinct for purposes of rotation.

[§53.20(2)]

Step 3: Make a Chart of the Ballot

Make an “X-chart” to know what is going on the ballot and where. List each precinct in alphabetical order.

Across the top of the page, list each office and public measure that will appear on the ballot at the election.

Then, place an “x” underneath each office or public measure to indicate that it should appear on that precinct’s ballot. If a precinct is not inside an office or public measure’s jurisdiction, leave it blank.

The chart might look something like this:

	A	B	C	D	E
1		State Rep Dist. 104	State Rep. Dist 105	Board of Supervisors At-Large	Grape City Pub Meas. E
2	Apple Township	x		x	
3	Banana Township	x		x	
4	Banana City 1	x		x	
5	Banana City 2	x		x	
6	Banana City 3	x		x	
7	Cantaloupe Township		x	x	
8	Date City	x		x	
9	Fig Township 1		x	x	
10	Fig Township 2		x	x	
11	Grape City		x	x	x

From this chart, you can see what needs to be on the ballot in every precinct. This will be helpful for proofing ballots and ensuring that all of the required races and measures are listed on the ballot.

Check for Vacancies

Make sure you check to see if any vacancies must be included on the ballot and note those offices on the X-chart. Any office in a jurisdiction voting at the coming election in which a vacancy exists and any office held by a person who was appointed must be on the ballot.

- If the office would have normally been on the ballot at this election, “To Fill Vacancy” is not listed on the ballot or on nomination papers.
- If the office would NOT have normally been on the ballot at this election, “To Fill Vacancy” needs to be listed on candidates’ nomination papers and on the ballot.

See the Vacancy chapter for more information.

More than One Office Prohibited

If candidates file nomination papers for more than one office on the ballot, the candidate must file an affidavit on or before the last day to file candidate nomination papers declaring the **one** office the candidate wants to run for. If the affidavit is not filed, the candidate's name cannot appear on the ballot for any of the offices for which the person filed nomination papers.

Exception: This prohibition against seeking more than one office does not apply to:

- Agricultural extension council members, or
- Soil and water conservation district commissioners.

[§39.11, 49.41]

Dual Affiliation Nominations Prohibited

A person cannot run for an office as a candidate of more than one political party or organization.

If two or more political parties or organizations nominate the same person for the same office, the nominee must designate with which party or organization the nominee wants to be listed on the ballot. This designation must be filed with the auditor for county and township offices.

If the nominee does not file this designation, the name will appear on the ballot with the name of the political party or organization that filed the earliest set of nomination papers.

[§49.38 - 49.40]

Step 4: Ballot Rotation of Offices

Determine if ballot rotation is necessary and in which offices.

Rotation changes the order of the candidates' names on the ballots so each candidate has a chance to be listed first. See the election-specific chapters for rotation information for each type of election.

The Basics of Rotation

- Rotation may be required in all elections in which candidates are on the ballot, depending on the circumstances.
- Rotation is never required in a race for which candidates are running unopposed.
- Rotation is never required if the office or measure will appear on the ballot in only one precinct.
- Rotation is not required on public measures, judicial retention, or constitutional amendments (i.e. you don't have to put the "yes" option first on half the ballots and the "no" option first on the other half.) The "yes" option is always first and the "no" option is always second.

[§49.45]

- Determining whether or not rotation is necessary must be done office by office.
- If precincts are merged/consolidated, only the merged precincts are listed when you make your X-chart and rotation chart.

Ballot Rotation for Vote Centers

Candidates' names must be rotated based on general election precincts or on the consolidated precincts that were used in the last regularly scheduled election for the jurisdiction in which vote centers were not used.

Special Elections

Rotation rules for offices to fill vacancies follow the same rules as the regular election for that jurisdiction (i.e. special city elections follow the rules for city elections. Special school elections follow the rules for school elections, etc.)

Rotation is never required for a partisan special election unless it is being held to fill two at-large board of supervisors seats (unlikely).

Step 5: Ballot Rotation for Precincts

Once it has been determined in which offices rotation is necessary, determine which rotation each precinct's ballot will have.

1. Arrange the precincts that will be voting at the election in alphabetical order. If there is more than one precinct within a township or city, list those within each township or city in numerical order. If precincts are merged/consolidated, list only the merged precinct. If vote centers are used, list each general election precinct or the consolidated/merged precincts that were used in the last election in the jurisdiction in which vote centers were not used.

Example: Here are the precincts in Produce County, Iowa:

1. Apple Township
2. Banana Township
3. Banana City 1
4. Banana City 2
5. Banana City 3
6. Cantaloupe Township
7. Date City
8. Fig Township 1
9. Fig Township 2
10. Grape City

2. Make the first rotation of the ballot by listing the names of the candidates for each office by last name in alphabetical order (example below):

For County Supervisor At-Large, To Fill Vacancy

(Vote for no more than three.)

- Joe Candidate
Democratic Party
- Jackie Public
Democratic Party
- Vincent Voter
Democratic Party
- Jane Citizen
Republican Party
- Tom Constituent
Republican Party
- Betty Elector
Republican Party

This first rotation will be the way the ballot appears in the first precinct on your list. In the example, Apple Township would have this rotation.

For the next rotation, the names appearing first within each party will appear last within the party. The names that appeared second will be first, and so on. The *Iowa Code* also gives the auditor the authority to rotate the names in the reverse order of the way outlined here or alternate the rotation so that the candidates of different parties aren't paired as they proceed through the rotation.

This is what the second rotation for Banana Township might look like:

For County Supervisor At-Large, To Fill Vacancy
(Vote for no more than three.)

- Jackie Public
Democratic Party
- Vincent Voter
Democratic Party
- Joe Candidate
Democratic Party
- Tom Constituent
Republican Party
- Betty Elector
Republican Party
- Jane Citizen
Republican Party

Continue this process until each precinct has been assigned a rotation. The number of rotations will depend on the number of candidates' names you have to rotate. In this example, the county would have three rotations for this particular office.

Step 6: Rotation Proof Chart

Make a rotation proof chart for all precincts where rotation is necessary. List your precincts in alphabetical order.

Across the top of the chart, list each office for which you have determined that rotation will be necessary.

Underneath the heading for each office, list which rotation that precinct will have for each office.

	Supervisor	Auditor	Recorder
Apple Township	1	1	1
Banana Township	2	2	2
Banana City 1	3	1	3
Banana City 2	1	2	1
Banana City 3	2	1	2
Cantaloupe Township	3	2	3
Date City	1	1	1
Fig Township 1	2	2	2
Fig Township 2	3	1	3
Grape City	1	2	1

Important Note: In this example, “Absentee” is not being listed as a separate precinct because the auditor has chosen to report absentee results by the voter’s residence precincts.

Once you have gone through every office on the ballot, you can look at the chart you made to see if any precincts will have the same ballot style.

In the example above, the following precincts would have the same ballot style:

- Apple Township and Date City
- Banana Township and Fig Township 1
- Banana City 1 and Fig Township 2
- **Banana City 2 and Grape City**

These two do not have the same ballot style. That’s because on the X-chart the auditor indicated that Grape City would have a public measure on the ballot.

Once the rotation chart is complete and has been proofed, the auditor has to make some decisions regarding ballot styles depending on the type of election:

- **General elections:** Ballots have to be programmed by precinct, so you are not allowed to combine ballot styles for precincts with the same offices and rotation.
- **Primary, school, city and special elections:** The auditor can decide whether to make a different ballot style for each precinct or whether to combine ballot styles for precincts with the same offices and rotation.

Step 7: Know the Ballot Order

Know the order in which offices and measures will be listed on the ballot. Office order varies by each type of election and depends on whether an office is partisan or non-partisan. See the election-specific chapters to determine the order that offices must be listed on the ballot for each election.

Partisan vs. Non-Partisan Offices

Partisan offices are any offices for which the name of a political party or nonparty political organization (NPPO) appears on the ballot along with the candidates' names.

Non-partisan offices are offices in which political party or NPPO names are prohibited from appearing on the ballot along with the candidate's name and include:

- City offices
- School offices
- Other benefitted district offices (e.g. drainage district trustee)
- Offices specifically listed in §39.21:
 - County public hospital trustees
 - Soil and water conservation district commissioners
 - County agricultural extension council members
- Township officers
- Judges standing for retention

[§46.21]

Partisan vs. Non-Partisan Candidates

A partisan candidate is any candidate running as a member of a political party (Democratic or Republican) or as a member of a NPPO, such as the Green Party or Libertarian Party.

Important Note: City election candidates who are nominated by NPPO convention under Ch. 44 are partisan candidates but the name of the NPPO is not listed with the candidates' names on the ballot because the city election is a nonpartisan election.

Non-partisan candidates are not running as members of any parties or organizations. That does not mean the candidates cannot belong to or be affiliated with a party or organization. It just means they are not running for office as a member of any group.

Important Note: Non-partisan candidates can run for partisan offices. If they do, their names will be followed with the designation "Nominated by Petition."

[§49.57]

“Independent” Candidates

The term “independent” is used by candidates and the general public to refer to candidates who are not running under any party or NPPO’s ticket. In Iowa, **if a candidate writes the word “Independent” on nomination papers, that candidate is indicating membership in the “Independent” NPPO and will be listed on the ballot that way.** If a candidate intends to run without any party or NPPO affiliation, the box next to “Not affiliated with any organization” on the nomination petition and affidavit of candidacy should be checked and “Nominated by Petition” will appear on the ballot after the candidate’s name.

Party Affiliation not Listed for Non-Partisan Offices

If any candidate files an affidavit of candidacy or a nomination petition for a nonpartisan office that lists a party affiliation, that information will be ignored and only the candidate’s name will appear on the ballot. No reference to affiliation will be listed with the candidate’s name.

Conventions not Allowed for Non-Partisan Offices

Political parties and NPPOs are not allowed to nominate candidates by convention for non-partisan offices.

City election exception:

NPPOs are allowed to nominate candidates by convention for city offices in cities that have adopted the provisions of Chapter 44 of the *Iowa Code* (see the City Elections chapter for more information).

In the case of city candidates nominated by NPPOs, the name of the NPPO is not listed with the candidates’ names on the ballot.

Step 8: Proof Ballots

Before approving the ballots for printing, check the proof for each precinct or ballot style using the ballot proofing checklist. **Best Practice:** Proof at least twice; print once.

See the Ballot Proofing Checklist in the Election Forms Library.

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Absentee Ballot Planning

When Ballots Must be Ready

Absentee ballots must be ready to transmit to overseas and military voters 45 days before the primary and general elections. For all other elections, they must be available as soon as possible.

[§53.8, 53.39, MOVE Act]

In-person absentee voting may begin no earlier than 40 days before the election.

[§49.63, 53.10, 53.11, 53.39]

Friday – 4 Days Before Election Day

The Friday before election day is the last day for written requests for absentee ballots. The auditor's office must be open until 5 p.m. This is the final day for receiving absentee ballots eligible for affidavit review. Ballots received by 5 p.m. must be reviewed for defects and completeness. (For primary and general elections, the deadline is the Saturday before the election at 5 p.m.)

Saturday – 3 Days Before Election Day

For primary, general and special partisan elections called by the governor, the auditor's office must be open for in-person absentee voting. This is also the final day for receiving absentee ballots eligible for affidavit review.

[§47.2(5), 53.18]

Monday Before Election Day

The Monday before election day is the last day for absentee voters to correct incomplete affidavits. The deadline is 5 p.m.

[§53.18(2)]

ASVP Board

If a large number of absentee ballots have been requested, the auditor may convene the board on the day before the election to open ballots down to the secrecy envelopes, if secrecy envelopes were provided.

All absentee ballots received by the time the polls close must be counted by 10 p.m. on election night. This includes absentee ballots that are turned in to your office by voters before the polls close on election day.

[§53.23(1), 53.23(3)]

See the Absentee Voting chapter for more information.

Voting Equipment

All precinct voting equipment in Iowa consists of a ballot scanner (either the ES&S M100 or the Premier Accuvote OS or OSX) and an AutoMARK ballot marking device.

When Equipment is Required

The requirements for using voting equipment are listed by election type:

Primary

Voting equipment is always required. [§52.1]

General

Voting equipment is always required. [§52.1]

School

The auditor must determine whether using the equipment would be less expensive than using hand-counted paper ballots based on voter turnout for recent similar elections and other factors likely to affect turnout for the coming election. If, based on those factors, using hand-counted paper ballots would be less expensive than using voting equipment, the auditor may use hand-counted paper ballots.

However, eligible electors may petition the auditor to use voting equipment. The petition must be signed by at least 100 eligible electors of the school district and received by the auditor by 5 p.m. on the 42nd day before the election.

[§49.26]

City

Voting equipment is always required for cities with more than 3,500 people.

For cities with 3,500 people or less, the auditor must determine whether using the equipment would be less expensive than using hand-counted paper ballots based on voter turnout for recent similar elections and other factors likely to affect turnout for the coming election. If, based on those factors, using hand-counted paper ballots would be less expensive than using voting equipment, the auditor may use hand-counted paper ballots.

However, eligible electors may petition the auditor to use voting equipment. The petition must be signed by at least 100 eligible electors of the city and received by the auditor by 5 p.m. on the 42nd day before the election.

[§49.26]

Specials

<u>Special Partisan Elections:</u>	always required
<u>Special County Elections:</u>	always required
<u>Special City Elections</u> (population more than 3,500):	always required
(population less than 3,500):	same rules as city elections
<u>Special School Elections:</u>	same rules as school elections
<u>Benefitted District Special Elections</u> (if auditor conducts):	always required

[§49.26]

Prepare Voting Equipment

Refer to the manuals provided from your vendor for specific instructions. If you normally have the vendor prepare or program your equipment, schedule this with them well in advance. Check to see if any maintenance or repairs are needed on any of your voting equipment.

Race and Candidate IDs

For primary, general, and special elections conducted pursuant to §69.14, tabulating devices must be programmed using the unique race and candidate ID numbers assigned by the SOS. These ID numbers will be included with the candidate certification.

[IAC 721—22.202]

Test Optical Scan Ballots

Test a sampling of the ballots for each precinct to be sure they can be read by your voting equipment. Test ballots before sending out any absentee ballots (if possible).

Delivery of Voting Equipment

Arrange for delivery of voting equipment to the polling places once all necessary programming and testing is complete.

Security Policy

Every county must have a written security policy, including detailed plans to protect election equipment and data from unauthorized access. See IAC 721—22.50 for more information.

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Public Testing of Voting Equipment

Notice of Public Test

You must publish notice of the time and place of the public test of the voting equipment. This is no longer required to be published with the notice of election. You may begin testing as soon as you have everything you need and after the notice appears in the newspaper.

For partisan elections, you must notify the county party chairpersons of the date, time, and location of the public test in writing.

[§52.35(1)]

Best Practice: Hold the public test as early as possible. If any errors are detected, you will have time to take any necessary steps to fix the problem.

Public Test

All voting equipment must be tested publicly. Use the certificate of public test for voting equipment available in the Election Forms Library.

[§52.35, IAC 721—22.41-22.43]

Public test procedures, including how to mark test decks of ballots, can be found in IAC 721—22.39, 22.41-22.43, and 22.201 and are summarized on the following pages.

The last day to test voting equipment for all elections is the day before the election.

[§52.35]

Basics of Public Testing

Every automatic tabulating device (including the ones used to process absentee ballots) must be tested before they can be used in each election.

A test plan must be prepared before the test. The results of the machine tabulation must be compared with the test plan to make sure the machine results match the test plan.

If there are differences between the test plan and the results produced by the optical scan device, you must determine the cause of the discrepancy. If the cause cannot be determined, that piece of equipment cannot be used in the election.

The test is conducted to determine the following:

- Can the device accurately tabulate votes for each candidate and question on the ballot?
- Will voting for too many candidates in a given race cause the vote to be registered as an “overvote?”
- If one race is “overvoted,” will all other races be counted correctly?
- Will the equipment record all votes cast and no others?
- Will the voter be able to cast as many write-in votes for each office as there are positions to be filled?
- Will the write-in votes be tallied correctly?
- Will the equipment accurately record votes cast for both political parties? (primary elections only)
- For general elections only:
 - Will a ballot that is marked with a single straight party vote be recorded as one vote for each candidate of the designated political party and no other votes will be recorded for any partisan offices?
 - Will the voter be able to override a straight party vote for a particular office by marking a vote for a candidate of a different political party?
 - For offices where more than one person will be elected, will only the candidates’ names marked in that office receive a vote if a voter has chosen to override a straight party vote?

Preparing Test Decks

Each of the following test decks must be prepared for every precinct and ballot style (including absentee, if applicable) in the election.

Marking the Test Ballots

If you make a mistake while marking a ballot, you must spoil the ballot and start over with a new ballot rather than trying to correct the mistake.

Ovals must be filled in completely using the proper marking device.

Each ballot must be marked "Test Ballot."

Systematic Test (ES&S and Premier)

A unique number of votes for each candidate in each office must be determined. For example, one vote for each write-in oval, two votes for the first candidate listed, three votes for the second candidate listed, etc. For public measures or judicial ballots, one vote for "Yes" and two votes for "No."

On a ballot that contains at least one valid vote, overvote one other office or question (you can only do this if there is more than one thing being voted on at the election).

Multi-member bodies where the voter may select more than one candidate (if any):

- It's not necessary to have a different number of votes for each write-in oval for offices where the voter can choose more than one candidate, but the write-in ovals in this case must have a different number of votes than any candidate (i.e. all the write-in ovals must have two votes).
- Vote for the maximum allowed on at least one ballot

For offices without candidates (where no one has filed), mark all of the write-in ovals for that office

For general elections, leave the straight party choice blank on all ballots in the systematic test deck

Straight Party Test (ES&S and Premier – general election)

For each precinct's ballot style, do the following:

- Mark straight party votes in a pattern (such as one vote for the first straight party choice, two votes for the second straight party choice, etc.) and tally the expected results.
 - Do not mark anything else on this group of ballots.
- On a second set of ballots for the precinct containing as many ballots as there are straight party choices (ex. if there are seven possible parties and NPPOs for straight party voting, use seven different ballots):
 - Mark the straight party option
 - For each office affected by the straight party vote, mark the write-in oval
 - Tally the expected results
- For elections with an at-large county supervisor race with more than one person to be elected:
 - Mark a ballot with only a straight party vote
 - Vote for one supervisor candidate from the same political party as the straight party vote
 - Only this separately marked candidate should receive a vote
- Compile the results from the straight party deck for each precinct.

ES&S Systems Only

Overvote Test

Overvote all offices and questions (including judges, if applicable) on one ballot by marking one more vote than permitted.

Do not mark the write-in ovals for offices for which there are no candidates on the ballot (since this would not be an overvote).

When the overvoted ballots are rejected by the equipment, override the rejection and include the ballot in the tally.

Add the number of overvotes in this test to the manual tally. The tally for this part of the test deck will show no votes for any candidate.

For general elections, mark two straight party votes on one ballot. Do not mark any other ovals. In the test plan, this ballot should be tallied to show that the straight party selection was overvoted and to show undervotes for all other offices and questions on the ballot.

Blank Ballot Test

Insert a blank ballot. Make sure no readable marks have been mistakenly printed in the voting target area.

Orientation Test

Mark the maximum number of choices for each office and question on one ballot (i.e. if an office says "vote for no more than three," mark three choices but do not overvote the ballot).

Scan this ballot in each of the four possible orientations:

1. Face up, head first
2. Face down, head first
3. Face up, feet first
4. Face down, feet first

Tally expected results and verify correct tabulations

Premier Systems Only

Blank and Fully Voted Test

Leave one ballot completely blank.

Select "Test Blank Ballots" and insert the ballot in all four possible orientations:

1. Face up, head first
2. Face down, head first
3. Face up, feet first
4. Face down, feet first

Reinsert the blank ballot and override the rejection feature.

Mark every oval on both sides (if applicable) of one ballot, causing overvotes in every race.

Select "Test Fully Voted Ballots" and insert the ballot in all four possible orientations:

1. Face up, head first
2. Face down, head first
3. Face up, feet first
4. Face down, feet first

Reinsert the fully voted ballot and override the rejection feature.

Overvote Test

Mark one more vote than the maximum permitted for all offices and questions, including judges (i.e. if you can vote for no more than three, vote for four).

Do not mark the write-in ovals for offices for which there are no candidates on the ballot (since this would not be an overvote).

Conducting the Public Test

Equipment Inspection

Before the test begins, verify the following:

- The correct program cartridge/memory card is in place for the election and the precinct(s) in which it will be used.
- All counters are set at zero before the test begins

After the test, verify the following:

- All counters have been returned to zero
- All required locks or seals are in place
- The equipment is ready for operation at the election

Test Method

Prepare a test plan showing the planned number of votes, including overvotes and undervotes for each oval on the ballot. Mark the test ballots according to the test plan. The AutoMARK may be used to prepare ballots for test decks (if desired).

[IAC 721—22.42(52), 22.263(3)]

Print a zero tape from each piece of voting equipment before inserting any ballots.

Insert the ballots into the scanner and then print a report showing the total number of votes recorded for all offices, questions, and judges, including undervotes and overvotes.

Compare the printed report with the test plan to ensure the correct number of votes was counted for each oval.

You must repeat the testing process until the printed results from the voting equipment match the test plan. If an errorless test cannot be produced, the equipment cannot be used in the election.

Results Tapes

The results tapes must be signed by the person conducting the test (auditor or designee) and by any observers present at the test before being detached from the machine. Tear or cut the tape across the signatures so that a portion of the signature is on the remnant of the tape that is left on the machine.

A “Certificate of Public Test” form is available in the Election Forms Library.

The test results tape and test deck must be kept with the other election-related documents for the period of time required in §50.19 (i.e. 22 months for elections with federal offices on the ballot, six months for all other elections). See the election document retention record available in the Election Forms Library.

Test Decks Submitted by Observers

Anyone present at the test is allowed to mark ballots to be used to test the equipment. No more than 10 ballots can be submitted by any observer.

Only official ballots provided by the auditor are allowed to be used.

The observer must submit a written tally of the test deck (i.e. what results the test deck should report).

The results tape must be printed and compared with the observer's tally. If there are any discrepancies, the cause must be found. If the cause of the discrepancies can't be found, the piece of equipment being tested cannot be used in the election.

The test decks, results tapes, and the written tally must be kept with the election-related documents for the period of time required in §50.19 (i.e. 22 months for elections with federal offices on the ballot, six months for all other elections). See the election document retention record available in the Election Forms Library.

Testing the AutoMARK

The AutoMARK must be available for demonstration at public tests, but is not required to be publicly tested. However, each AutoMARK must undergo pre-election testing before each election in which it will be used.

1. Perform the test ballot print to be sure all ovals are darkened and the appropriate candidate names are printed on each line.
2. Calibrate the touch screen.

A log must be kept of the test and include the following information:

- the serial number of the device
- the precinct name/number
- the date and time of the test
- the name of the person who conducted the test
- lifetime printer counter number at the completion of the test

The ballot used in the calibration test must be provided to the tester and labeled with the date of the election and precinct name. The completed calibration test ballot must be returned to the auditor and kept with the election records.

If it is done at the precinct, the calibration testing must be completed before the polls open on election day.

3. Select and deselect each voting position in each race.

4. Enter a write-in candidate for each office, and test all of the letters of the alphabet.
5. Mark a ballot using the audio ballot function.
6. Test the marked ballots from the test in the appropriate optical scanner for each precinct.

[IAC 721—22.263]

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Publications and the Media

Contact Newspapers

Notify the newspaper(s) of the date you wish to have the official notice(s) published. The notice of election and notice of any changes in polling places must be published not more than 20 and not less than four days before the election. Find out the deadline for submission for each newspaper.

[§49.23, 49.53]

Press Releases

Notify news media of the election date, candidate filing period dates, voter pre-registration deadlines, availability of absentee ballots and other relevant information.

Notice of Election

Prepare the official notice of the election. For primary and general elections, you must publish the notice in at least two official newspapers in the county. For all other elections, you must publish the notice in at least one newspaper in the county that meets the requirements of §618.3.

Best Practice: Publish this notice as early as possible in the required period between 20 and four days before the election. Sometimes errors are made that require re-publication.

The notice must include the following information:

[§49.53]

- Date of the election.
- Hours the polls will be open.
- Location of each polling place.
- Names of the precinct(s) voting at each polling place.
- Changes in the usual polling places for any precinct.

[§49.23]

For the primary election, you must also list any polling place that is not the same one as the one used for that precinct at the last primary election. For the general election, you must also list any polling place that is not the same one as the one used for that precinct at the last general election.

In all cases, you must post a notice at the former polling place before the polls open on election day indicating where the polling place is for that precinct.

- **Accessibility Requirement:** Note which polling places are inaccessible (you must apply for a waiver from the SOS to be authorized to use an inaccessible polling place, see the Precinct and Polling Place section of this chapter for more information).

- Include the following statement about the rights of voters with disabilities, even if all polling places being used are accessible:

“Any voter who is physically unable to enter a polling place has the right to vote in the voter’s vehicle. For further information, please contact the county auditor’s office at the telephone or TTY number or E-mail address listed below.

Telephone: _____ TTY: _____ Email address: _____”

[IAC 721—21.50(10)]

- Facsimile of the portion of the ballot showing the first rotation.

This may be reduced as long as the uppercase letters are not less than 9-point type. This is 9-point type.

White space may be cropped to reduce the space necessary to publish this and cut costs.

[§49.53]

- Any offices or candidates not included on the facsimile ballot.
- Proposed constitutional amendments and public measures being voted on (if any) and the full text of the public measure if only the summary appears on the ballot.
- If the public test of voting equipment has not yet been held, the date, time and place of the test may be included in the notice of election.

Important Note: The cost of publishing the notice of election cannot exceed the limitations established by the director of the department of administrative services. See IAC 11—102.7 for information.

[§49.54, IAC 11—102.7]

Be sure to specify the number of copies of the proof of publication that you will need for your records and accounting.

Publication Follow Up

Check with the newspaper to be sure that your notice was received and that it will be published on the date you requested.

Always make sure that the publication actually appeared in the newspaper on the correct date, and that all the required information was included. Save a copy of the publication for your files.

The rest of the fields are set automatically based on the “**Election Date**” that you entered.

Important Note: The fields that I-VOTERS automatically generates for items such as “**Filing Deadline**,” “**Certification Deadline**,” or “**Poll Hours**” may not be correct. It’s not necessary to change the dates/times, although you can if desired. Keep in mind that the auditor’s calendar should be your resource for election-related dates.

4. Once all of this information is entered, click the “**Save**” button in the lower right-hand part of the screen. The election is now set up.

At this point, you can enter absentee requests for this election regardless of how early they are received. You can set up each election to this point far in advance for this purpose. Keep in mind that the election with the latest date will appear at the top of every menu, including the absentee entry menu.

Adding Races, Candidates, and Public Measures

Once the candidates file and you receive the text of any public measures for the election, you can proceed with setting up the election in the “**Election Management**” module:

1. Select “**Include Certified Contests**” if you need contests from another control county. Choose “**Select All**” and then “**Save**” to add contests to your “**Measures & Races**.” You may have to contact the control county if the information does not appear.
2. Select “**Election Template**” from the left-hand navigation menu in the “**Election Management**” module for the election.
3. Under the “**Districts-Positions**” heading you will see a window that displays the information from the last similar election.
4. Choose the appropriate “**District-Positions**” and mark any of the “**Incumbent Candidates**” that are involved in this election. Once all of the correct choices are displayed under “**Summary**,” click “**Save**.”

For special elections, skip this step.

5. Choose “**Measures & Races**” to verify and edit or add additional information.
 - **Races:** Enter any races that need to be included by clicking “**New**” and selecting the appropriate information from the fields.
 - **Candidates:** Enter any candidates who have filed papers for the position by clicking “**New**” and entering the appropriate information. You may also edit and delete any of the candidate information by selecting a listed candidate and choosing “**Details**” or “**Delete**.”
 - **Measures:** Select “**New**” and enter the public measure information in the appropriate fields and select “**Save**” when completed.
6. If you need to add a race to fill a vacancy, go to “**Districts & Precincts**.”
 - Under the “**Districts**” tab, choose district type from the drop-down menu and click “**Search**.”
 - Highlight the district and click “**Detail**.”
 - A new window will appear. Under the “**Positions**” tab, click “**New**.” Type in the race information and click “**Save**.” The race information will now appear when you try to add a new race under “**Measures & Races**” in the election setup.

Best Practice: Include “To Fill Vacancy” in race name.

7. Select “**Post Shared Contests**” if you are a control county and need to share contests with another county. Once you verify the information, choose “**Select All**” and then “**Save**” to share the information to the non-control counties.

Generating Ballot Styles

1. Click on “**Ballot Styles**” and “**Generate Ballot Styles**” only after all measures and races information has been entered and certified contests from other counties has been included.
2. Verify the ballot styles that have been created and rename the “**System Ballot Styles.**”
3. Once you have completed renaming the system ballot styles, select the “**Ballot Rotation**” tab and also rename the “**Absentee Ballot Style**” and “**Polling Place Ballot Style**” columns according to your paper ballots and rotations, if any.

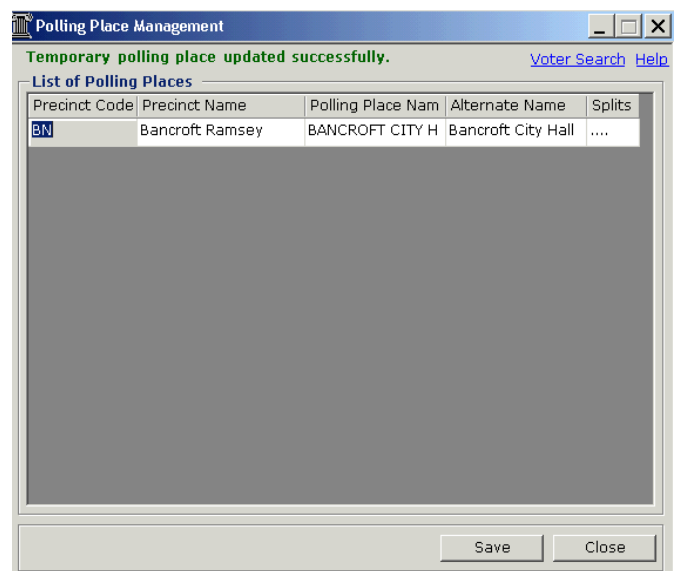
Important Note: A shortcut for this process is to name all of your system ballot styles first and then “**Generate Ballot Styles**” again. This will rename all of your “**Ballot Rotation**” styles the same as your system ballot style. You can then go into “**Ballot Rotation**” and further define the names of multiple ballots and rotation circumstances.

Temporary Polling Places

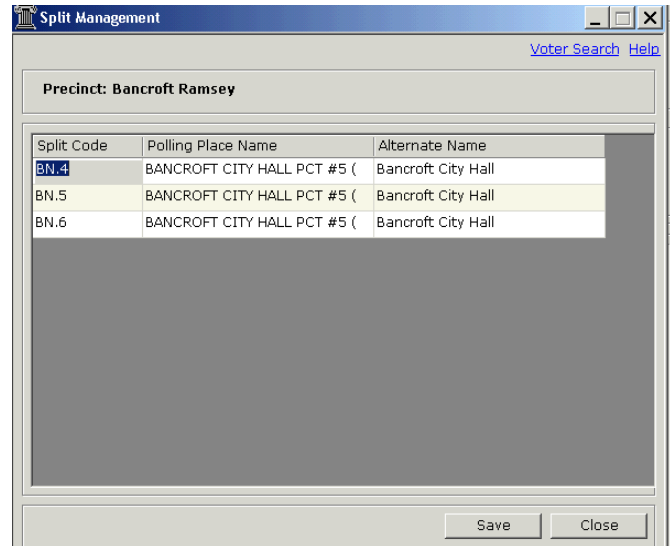
For special elections only, once you have completed generating and renaming your ballot styles, click on “**Polling Places**” at the very top of the screen under the blue border and choose “**Temporary Polling Places.**”

1. Under the “**Polling Place Name**” column click on the listed polling place and a drop-down list will appear. If the correct polling place is not listed, you will need to add the polling place under “**System Configuration.**”
 - Under “**System Configuration,**” click on “**Polling Place/Location.**”
 - Click on “**Locations.**” Click “**New.**”
 - Complete the details and click “**Save.**” The only required information is the “**Code**” and “**Name**” of the polling place.
2. Select the correct polling place from the drop-down list.

This same name also needs to be typed or copied into the “**Alternate Name**” box so that both columns match each other.



3. If the polling places are different within the same precinct, you will need to select the adjacent box under the “**Splits**” column by clicking on the “...” to allow you to assign the polling places at the split level. Follow the same process as above and make sure both your “**Polling Place Name**” and “**Alternate Name**” columns match each other and then hit “**Save.**”
4. Only choose “**Save**” if the information in both columns matches for all listed precincts.



Important Note: Once you have started working on temporary polling places, you cannot change the type of election under “**Election Details.**”

Pulling Absentees

After you have generated ballot styles and assigned temporary polling places (if necessary), in the “**Ballot Styles**” menu, click “**Pull Absentees**” at the bottom of the screen to pull in the UOCAVA absentee requests and any election-specific requests you may have entered. This will move the open requests to “**Print Absentee Labels**” for printing when paper ballots are ready.

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Printing Election Registers

Plan how and when you will print the election registers. While you plan, consider the election date and voter pre-registration deadline. Decide whether you will need lists of all registered voters in the county (master county registration lists) in addition to the election registers.

Things to keep in mind:

- The later the election registers are printed, the less amount of updating will be necessary by the precinct officials on the night before the election. **Be careful!** Waiting to print election registers until the last minute could be disastrous if something comes up that prevents you from being able to print registers (ex. power failure at the courthouse, natural disaster, internet connection problems, etc.)
- Before printing out the registers, run each register in I-VOTERS and save it as a PDF. That way, you know that you have files containing the register for each precinct in case of an emergency. Instructions appear below.
- Once the voter pre-registration deadline has passed, the only updates the registers will need to reflect are the voters who are already registered in the county who make changes, move away, die, etc.
- After the last absentee vote has been cast in your county on the day before the election, you should print the supplemental additions and deletions register and then either update the registers or distribute the additions and deletions registers to your PEOs so that the election registers can be updated to reflect the changes.

In order to pull the election registers:

Choose **“Election Management”** from the main screen in I-VOTERS. Click on the election you are conducting and then click **“Details.”**

Select **“Election Register”** from the left-hand navigation menu.

Click on **“Pull Voters”** toward the bottom right-hand corner of the screen and the **“Generate Election Register”** sub-menu will appear.

- Always select **“By Polling Place”**
- Optional: You can select **“Break Pages Alphabetically”** if you want the next letter in the alphabet to always appear on a new page.
- Select **“Ok”** and answer **“Yes”** to validity of polling place assignment.
- Highlight the election register you wish to print from the list and hit **“Print.”** The **“Election Register Print Options”** menu will appear.
- Select **“Print”** or fill in any of the fields listed that you want to change (e.g. No. of blank pages, New Election Name or Register Format) and then select **“Print.”**

- Once the register is generated, either hit **“Print”** in the upper left-hand corner or select **“Save As”** in the upper right-hand corner to save as a PDF file.
- Select **“Close”** when finished and move to the next register you wish to print or save as a PDF.

Pulling Supplemental Election Registers

1. Open **“Election Management”** from the main menu in I-VOTERS and highlight the election you are conducting and click on **“Details.”**
2. Select **“Election Register”** from the left-hand navigation menu.
3. Click on **“Pull Supplemental”** on the bottom of the screen and the **“Generate Election Register”** menu appears.
4. Pull the **“Supplemental Addition”** by hitting **“Ok”** and then repeat the process and check **“Supplemental Deletion”** to generate both types of supplemental registers.

Important Note: You must print both the additions and deletions registers for each precinct to capture voter moves and new absentee entries. They are indicated by (Supp. Register 1 – Addition) or (Supp. Register 1 – Deletion) behind the polling place name. I-VOTERS only generates supplemental registers for precincts in which changes have been made since the original registers were pulled.

Producing Master County Registration Lists

What are Master Lists Used For?

Countywide lists of registered voters (also called master county registration lists) may be used at the polls on election day to verify whether people whose names do not appear on the precinct election register are registered to vote somewhere else in the county.

Anyone whose name does not show up on the precinct election register must show approved identification before being allowed to vote. However, if the person's name appears in the county master list of registered voters, the person can update his or her address without having to use EDR procedures as long as he or she can show one of the approved IDs from §48A.8.

Procedure on Election Day

1. The voter checks in and his/her name does not appear on the precinct election register
2. The PEOs check the person's address to make sure it is in the precinct

If not, the voter is sent to the correct precinct

3. The PEOs check the master list to see if the person is registered to vote in the county

If the person's name is not in the master list, the voter must use EDR or cast a provisional ballot

4. If the person's name is found in the master list, the PEOs ask the voter to show one of the approved IDs (the same ones allowed for inactive/pending voters from §48A.8)

If the person cannot produce an ID, he or she can use EDR attestation or cast a provisional ballot

5. The PEOs ask the voter to fill out a new voter registration form
6. The person casts a regular ballot

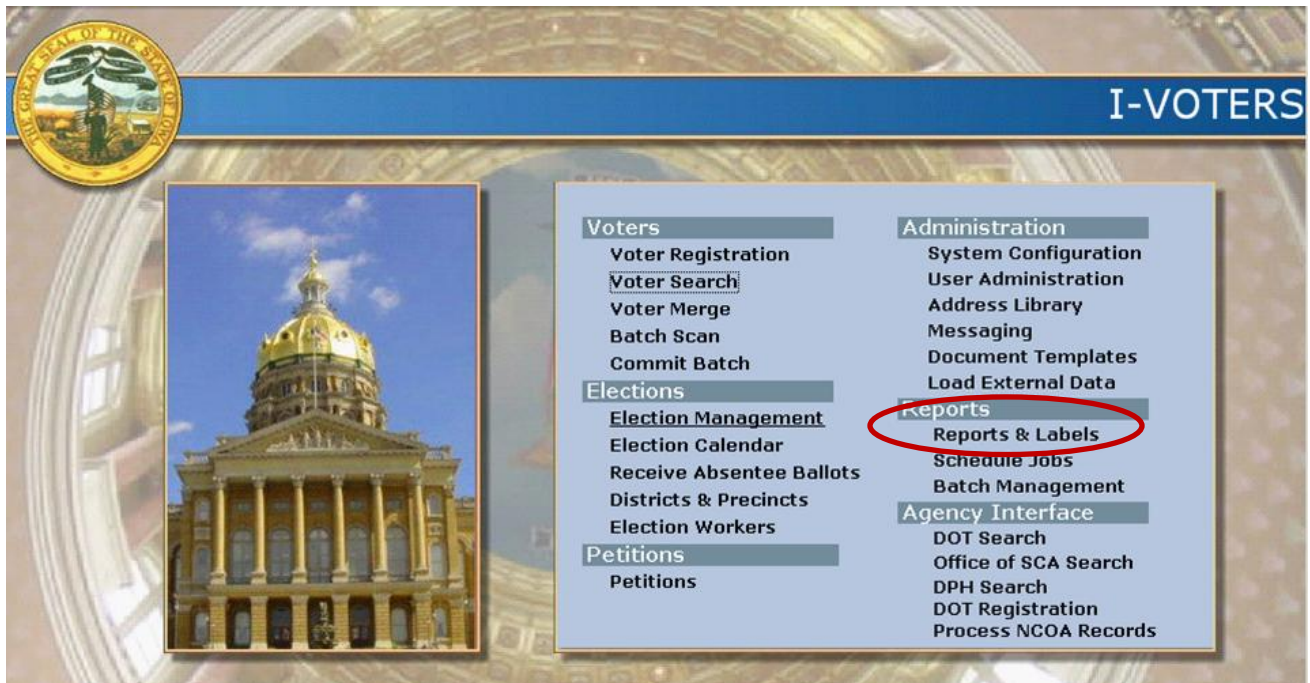
Printing Master Lists from I-VOTERS

Master lists can be printed as soon as the voter pre-registration deadline has passed. Instructions appear on the following pages.

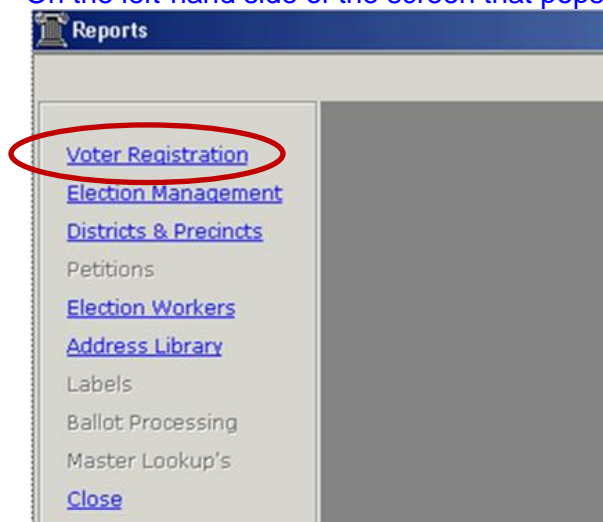
As an alternative to producing master lists, the PEOs may also call the auditor's office on election day to verify registrations. If a heavy volume of other telephone calls is expected on election day, the lists may be useful.

[IAC 721—21.3 - 21.4]

One way to produce a master county registration list is to go to the **“Reports and Labels”** menu on the main screen of I-VOTERS:



On the left-hand side of the screen that pops up, choose **“Voter Registration”**:



Next, you will need to select the type of report you want to generate. **“VR-022 Voter Master List (Short)”** is the selection you should make on this screen if you want to generate a countywide master list from this screen. This is a condensed version of the report **“VR-020 Master List Report”** and allows you to print the master list on fewer pages. You will need to scroll down until you find the report you want:

The screenshot shows the 'Reports' application window with various filter sections:

- County:** Johnson
- Precinct:** All, Big Grove, Cedar
- Splits:** All
- Registration Date:** From: [], To: []
- Party:** All, Democrat, Republican
- Status:** All, Pending
- Status Reason:** All, Conversion
- Sort Order:** Precinct, Voter, Name

The report list at the bottom shows:

CODE	NAME
VR-021	Voter List By Participation
VR-022	Voter Master List (Short)
VR-023	Merged Voters Taken from County Report

You will need to check the box next to **“All”** for the following fields: **“Precinct,” “Splits,” “Party,”** and **“Party Org.”**

Under the **“Status”** field, scroll down and select **“Active,” “Inactive,”** and **“Pending.”** Do NOT select any of the other statuses because those are not registered voters.

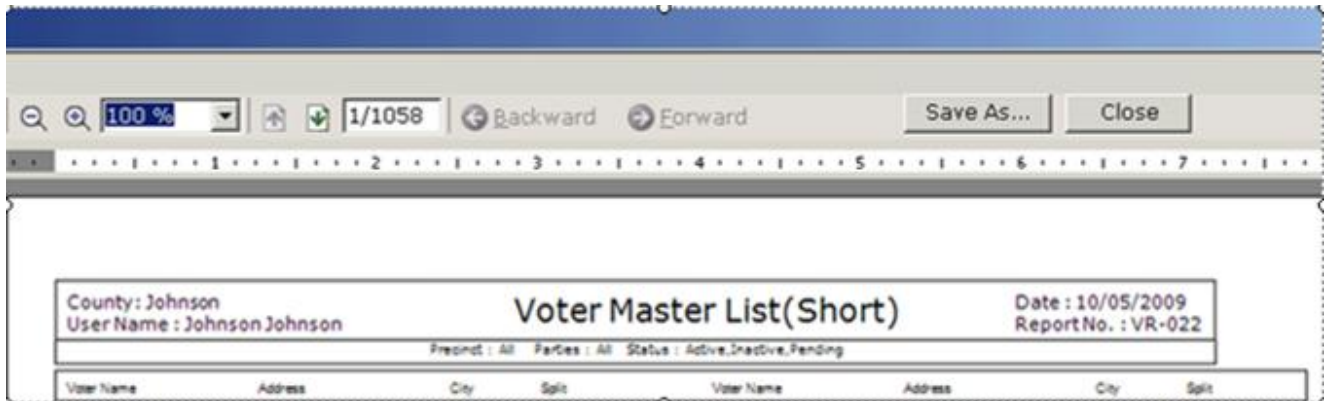
Next, check the box next to **“All”** for the **“Status Reason”** field.

Then check the box next to **“Name”** under the **“Sort Order”** field. This will sort the list alphabetically.

Do NOT specify anything in the **“Registration Date”** field. Leave this field blank.

Double check to make sure your county is listed in the **“County”** field.

You are now ready to generate the County Master List. Select **“Run Report”** at the bottom of the screen. Be patient. This report can take several minutes to generate. You will then see a report, the top of which looks like this:



You can save this report as a PDF by clicking the **“Save As...”** button.

Other than this report, there are other options for producing master lists, including exporting a file into Excel which can be modified to meet your county’s needs. For more information on this, call the I-VOTERS Help Desk at 1-877-422-7670 (option 1).

Managing Polling Places

Creating a New Polling Place

1. Open **“Districts and Precincts”** from the main I-VOTERS screen.
2. Choose the **“Polling Place”** tab. Check the box next to **“Show All”** and click **“Search”** to display a list of the polling places in your county.
3. To add a new polling place, click **“New”** at the bottom of the screen.

The screenshot shows the 'Districts And Precincts' application window. The 'Polling Places' tab is active. The search criteria are set to 'By District' with 'General/Primary General' selected. The 'Show All' checkbox is checked and highlighted with a red box. The 'Search' button is also highlighted with a red box. At the bottom of the window, the 'New' button is highlighted with a red box. The main area shows a table with columns for Election Type, Name, and Address.

4. Enter the **“Code”** and **“Name.”** Check the boxes next to **“Polling Place.”**

If the polling place is **“ADA Compliant,”** check the box.

Information for **“Rent,” “No. of Judges,”** and **“Available Facilities”** may be entered; however, that information is not required to create a polling place.

The screenshot shows the 'Polling Place' form. The 'Code' and 'Name' fields are highlighted with a red box. The 'Polling Place' checkbox is checked and highlighted with a red box. The 'Rent' and 'No. of Judges' fields are visible. The 'Available Facilities' section includes checkboxes for Audio System (Speakers), Dial-up Internet Access, Refrigerator, High-speed Internet Access, and Handicap Access Ramp. The 'Comments' field is empty. The 'Address' section has tabs for Address, Contact, and Contact Person. The 'Address' tab is selected, showing a table with columns for Address Type, Address, and Last Updated.

5. Enter the polling place’s address by clicking on **“Detail.”** Click on **“Residence.”** Enter the address of the polling place. Click **“Update.”** Close the **“Contact Detail”** window and click **“Save.”**

The screenshot shows the 'Contact Detail' form. The 'Address' tab is selected, showing a table with columns for Address Type, Address, and Last Updated. The 'Residence' address type is selected. The 'City/St/Zip' field is visible. The 'Receive Correspondence' checkbox is checked. The 'Update', 'Delete', and 'Clear' buttons are visible.

Assigning a Polling Place

1. Open “**Districts and Precincts**” from the main I-VOTERS screen.
2. Choose the “**Polling Place**” tab. Check the box next to “**Show All**” and click “**Search**” to display a list of the polling places in your county.

By checking “**Show All**,” all polling places that are assigned for use for elections and those that have not been assigned to an election will display.

3. To assign a polling place an election, highlight the polling place by clicking on it. Click on “**Assign Polling Place.**”

Election Type	Name	Address
School	OB LAING MIDDLE SCHO...	213 S HARLAN
School	LUVERNE COMMUNITY C...	109 DEWITT ST
School	LEDYARD COMMUNITY H...	220 EDMUNDS ST
School	CORWITH COMMUNITY C...	110 NW ELM ST
School	BURT COMMUNITY CENT...	400 1ST ST
School	BANCROFT CITY HALL PC...	105 RAMSEY ST E
Unassigned	WHITTEMORE CITY HALL	321 4TH ST
Unassigned	WEST BEND PUBLIC LIB...	316 S BROADWAY
Unassigned	TITONKA COMMUNITY C...	
Unassigned	SWEA CITY LIBRARY MEE...	

Buttons: New, Detail, Delete, **Assign Polling Place**, Close

General and Primary Elections

- a. Choose “**General**” from the “**Election Type**” drop-down. By choosing “**General**” election, I-VOTERS will automatically assign the polling place for the primary election as well.
- b. Enter the polling place name in the “**General/School/City Polling Place Name**” field.
- c. Choose the precincts to which you want to assign the polling place by checking the boxes next to the precinct names.
- d. Click “**Save.**”

School or City Election

- a. Choose the election type from the “**Election Type**” drop-down.
- b. Choose the district to which you want to assign the polling place by using the “**District**” drop-down.
- c. Enter the polling place name in the “**General/School/City Polling Place Name**” field.
- d. Choose the splits that will vote at this polling place for the type of election you chose in the “**Election Type**” drop-down.
- e. Click “**Save.**”

Assign Polling Place

Whittemore City Hall

Election Type: School

District: ALG SCHOOL - Algona

General/School/City Polling Place Name

Select All Unselect All

Splits

<input checked="" type="checkbox"/> AL1.1 - Kossuth	<input type="checkbox"/> PT.1 - Kossuth
<input type="checkbox"/> AL1.2 - Kossuth	<input type="checkbox"/> WL.1 - Kossuth
<input type="checkbox"/> AL2.1 - Kossuth	<input type="checkbox"/> WM.1 - Kossuth
<input type="checkbox"/> AL3.1 - Kossuth	<input type="checkbox"/> WM.3 - Kossuth
<input type="checkbox"/> AL4.1 - Kossuth	
<input type="checkbox"/> BT.1 - Kossuth	
<input type="checkbox"/> BT.3 - Kossuth	
<input type="checkbox"/> CR.1 - Kossuth	
<input type="checkbox"/> GF.3 - Kossuth	
<input type="checkbox"/> GW.1 - Kossuth	
<input type="checkbox"/> IV.1 - Kossuth	
<input type="checkbox"/> IV.3 - Kossuth	
<input type="checkbox"/> LC.1 - Kossuth	
<input type="checkbox"/> LV.3 - Kossuth	
<input type="checkbox"/> PC.1 - Kossuth	
<input type="checkbox"/> PC.3 - Kossuth	

Save Close

Important Note: Control counties must assign the splits for non-control counties to polling places. The control counties and non-control counties should work together to communicate this information with each other.

4. If the polling place will be used for multiple election types, repeat the process after clicking “**Save.**” Once all polling places have been assigned for use in all elections, click “**Close.**”

Important Note: Be sure to review all of polling place assignments to ensure the polling places are correctly assigned to the precincts and splits.